

Records you must keep and how long you must keep them (paraphrased from 1200-1-15-.03)

Owners and/or operators shall maintain records of the following:

Corrosion Protection

1. A corrosion expert's analysis of site corrosion potential if corrosion protection equipment is not used must be kept for the remaining life of the UST system.
2. For UST systems using cathodic protection:
 - a. The results of the last three inspections for UST systems using impressed current cathodic protection; and / or
 - b. The results of testing from the last two inspections for UST systems using sacrificial anode (galvanic) cathodic protection

You should be able to document the required CP testing has been done (within 6 months of installation and every 3 years thereafter) by a qualified CP tester.

Repairs

3. Documentation of each UST system repair must be kept for the remaining life of the UST system.

Release Detection

4. All written performance claims pertaining to any release detection system used, and the manner in which these claims have been justified or tested by the equipment manufacturer or installer, shall be maintained for 5 years from the date of installation.
5. The results of any release detection sampling, testing, or monthly monitoring shall be maintained for at least 1 year except that the results of tank tightness testing shall be retained until the next test is conducted. (This means you should have at least 12 consecutive monthly records available for review at any time.)
6. Written documentation of all calibration, maintenance, and repair of release detection equipment permanently located on-site shall be maintained for at least one year after the servicing work is completed.
7. Any schedules of required calibration and maintenance provided by the release detection equipment manufacturer shall be retained for 5 years from the date of installation;

Closure

8. Records that are capable of demonstrating compliance with closure requirements and results of the excavation zone assessment required prior to permanent closure or change-in-service must be maintained for at least 3 years after completion in one of the following ways:
 - a. By the owners and/or operators who took the UST system out of service; or
 - b. By the current owners and/or operators of the UST system site; or
 - c. By mailing these records to the Division if they cannot be maintained at the closed facility.